



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

February 17, 2004

Steven D. Diebert, Treasurer
Jim Costa for Congress
2037 West Bullard, PMB #509
Fresno, CA 93711

Response Due Date:
March 18, 2004

Identification Number: C00391029

Reference: Year-End Report (9/17/03-12/31/03)

Dear Mr. Diebert:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Schedule A of your report discloses in-kind contributions to your committee. Please be advised that the value of in-kind contributions must be added to the receipts and disbursements total in order to avoid either inflating or deflating the cash on hand amount, and itemized on the appropriate Schedules A and B. 11 CFR §104.13(a)(2) Please amend your report by itemizing the in-kind contributions on Schedule B.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any